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| <p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p align="center">U.S. Bankruptcy Court, Southern District of Florida</p> | <p align="center">Chapter V</p> <p align="center">Utilities</p> |
| | <p align="center">Section 3</p> <p align="center">Maintain Your ECF Account</p> |

This procedure demonstrates the functions of updating your CM/ECF user account. In addition it will provide instructions for editing the e-mail notification information.

STEP 1 Select **Utilities** from the main menu.

STEP 2 The **Utilities Events** screen will display.

There are (2) categories to choose from.

- A. Your Account
- B. Miscellaneous

◆ Click on **Maintain Your ECF Account**.

STEP 3 The **Maintain User Account** screen will display.

◆ The user may update only the following text fields indicated in red; **Phone**, **Fax**, **SSN** and **Tax ID**. *Please contact the clerk's office to change all other information.*

◆ If any modifications are made. Click **Submit**. If not make the applicable selection and proceed.

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| CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida | Chapter V Utilities |
| | Section 3 Maintain Your ECF Account |

STEP 4 Editing Email Notification Information. Click **Email Information**.

Email Information screen will display. Enter information into the text fields as needed.

- ◆ **Primary e-mail address:** *Please contact the court if a modification to your primary email address is required via email cmecf_support@flsb.uscourts.gov.*
- ◆ **Send the notices specified below:** These two fields allows the entry of additional e-mail addresses to which notices will be sent.
 - **to the primary e-mail address:** To activate the notices this box must be checked.
 - **to these additional e-mail addresses:** Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained). For example, an attorney or trustee may wish add the email address of a software vendor who manages their Notices of Electronic Filing. To activate this function, the box must be checked. *NOTE - This option is available only on the registered user's primary account.*
- ◆ **Send notices in cases in which I am involved:** Checking this box automatically informs the user when any filing has been submitted in a case where this person is a participant.
- ◆ **Send notices in these additional cases:** You do not have to be a participant in a case to receive e-mail notification of activity. The user may elect to be notified of activity in cases they have interest in but are not a party to. The case number format to enter this field is YY-NNNNN for main cases or YY-0NNNN for adversary cases. (This list is maintained by each user).
- ◆ **Send a Notice for each filing:** By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.

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| CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida | Chapter V Utilities |
| | Section 3 Maintain Your ECF Account |

- ◆ **Send a Daily Summary Report:** By checking this box you will receive only one email notification every morning, that will list a Summary format for all cases that had activity from the prior day. The Summary includes the case number, name, docket text, and hyperlink.

NOTE - You cannot elect to receive both separate notices and summary report.

NOTE - If using a software vendor to manage email, confirm with the vendor which selection is preferred.

- ◆ **Format notices:** You will choose to receive notices in either **html** or **text format**.

After modifying desired fields, click **Return to Account screen** or **Clear** to return to system's default.

STEP 5 At the **Maintain User Account Screen**, click **Submit**. Accept the default selection of " *****Update All***** " and click **Submit**. A confirmation screen will appear.

STEP 6 The **More User Information** option.

- ◆ This option allows you only to change your password. Click **Return to Account screen**.

Ensure that you keep a record of your password because the Court will not be able to a retrieve it.

You only can update password

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|--------------------------|------------|---------------|------------------|
| Login | shulerpaty | Last login | 02-16-2005 13:01 |
| Password | ***** | Current login | 02-16-2005 13:01 |
| Prid | 389 | Create date | 03/03/2004 |
| Registered | Y | Update date | 11/17/2004 |
| Internet Credit Card | Y | | |
| Groups | Attorney | | |
| Return to Account screen | | Clear | |